

## **EDITED TASK LISTING**

### **CLASS: Teacher (High School – General Education), Correctional Facility**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>

1.	Engages inmate students in activities that promote autonomy, interaction, choice, promoting self-direction, reflective learning, in order to make subject matter meaningful, and to guide all students in assessing their own learning utilizing cultural awareness, interpersonal skills, communication skills, institutional resources, etc. per Penal Code 2053.1.
2.	Conducts assessment and testing for inmate students to ensure proper placement within an educational program using a variety of testing instruments (i.e., Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment System (CASAS), Pre-GED, ETC.) per the Workforce Investment Act and Prisoner Literacy Act.
3.	Supervises the conduct of the inmate students while in the classroom on an on-going basis in order to ensure that control and discipline are upheld per California Code of Regulations (CCR) Title 15, utilizing communication skills, knowledge of progressive disciplinary methods, classroom management skills, etc.
4.	Coordinates the planning, assigning, and supervising of inmate students' adult basic education coursework in order to provide them with a total education and training program per Departmental Operations Manual (DOM) and PC 2053.1 utilizing time management skills, organizational skills, communication skills, interacting with inmate students, etc.
5.	On a daily basis monitors all classroom supplies, materials and equipment to ensure against loss, misuse, and the potential use as a weapon per DOM, utilizing observation skills, organizational skills, classroom management skills, etc.
6.	Prepares course of study and daily lesson plans for inmate students utilizing the approved California Department of Corrections (CDC) Competency Based Curriculum, for both individual and group instruction, various teaching methodologies, classroom management skills, etc. in order to fulfill educational mandates per the direction of Education and Inmate Programs Unit (EIPU), and PC 2053.1.
7.	Collaborates with outside agencies and community/institutional resources (i.e., Parole, Department of Rehabilitation, Employment Development Department, Private Industry Council, Social Security Department, and the Department of Motor Vehicles) to provide support materials and resources, utilizing communication skills, interpersonal skills, knowledge, organizational skills, the approved CDC Competency Based Curriculum etc. per the DOM.
8.	Modifies an individual inmate student's basic course of study to address individual inmate student needs, and to create a positive learning environment using the students' assessment data, teacher observation, reviewing daily assignments, etc. on a continuing basis per the approved CDC Competency Based Curriculum and PC 2053.1.
9.	Counsels inmate students as to their progress in their assigned instructional program in order to meet their educational goals and objectives using the approved CDC Competency Based Curriculum, DOM, communication skills, subject matter knowledge, motivational skills, etc. on an as needed basis.

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<b>10.</b>	Participates in educational program evaluation as part of a educational departmental team for the purpose of determining the efficacy, updated curriculum, accreditation, etc. of the school site on at least a quarterly basis using the Combined Compliance Review, PC 2053.1, subject matter expertise, knowledge, assessment data of the inmate students, etc.
<b>11.</b>	Participates in extracurricular educational programs (i.e., literacy programs, graduation ceremony, committees, recreational activities, etc.) designed for inmate students in order to support and enhance existing programs as needed, utilizing subject matter expertise, knowledge, assessment data of the inmate students, communication skills, interpersonal skills, etc. per PC 2053.1.
<b>12.</b>	Maintains security of institutional locks, padlocks, and keys while in the classroom and on institutional grounds in order to prevent escapes and injury to inmate students and others and the destruction of property utilizing various resources (i.e., DOM, laws, rules, regulations, etc.) on a continuous basis.
<b>13.</b>	Obtains price estimates for ordering all supplies, equipment, and materials essential to the instruction, operation, and maintenance of the classroom and curriculum in order to complete the purchase order CDC Form 954 on an annual basis utilizing communication skills, organizational skills, etc.
<b>14.</b>	Conducts monthly safety lessons for inmate students and clerks utilizing various resources (i.e., SB 198, communication skills, training materials, knowledge, etc.) in accordance with SB 198 and the Injury and Illness Prevention Program to ensure a safe and healthy work environment.
<b>15.</b>	As needed, acts as a teacher in other specialties based upon departmental need on a temporary and/or fulltime basis using CDC approved Competency Based Curriculum, organizational skills, communication skills, time management skills, collaborative skills, etc. to ensure a continuous educational programming.
<b>16.</b>	Participates as member of an interdisciplinary treatment team (i.e., custody, academic, vocational, psychiatric, and casework personnel, etc.) to fulfill court mandates and specialized treatment requirements per DOM, various court cases, institutional mission, etc.) on an as needed basis utilizing subject matter expertise, observational skills, collaborative skills, writing skills, etc.
<b>17.</b>	Expands daily lesson plans to include the academic CDC approved Competency Based Curriculum for employability and life skills (e.g., anger management, parenting, healthful living, and substance abuse, etc.) in order to prepare students for parole utilizing subject matter, knowledge of community/institutional resources, research skills, communication skills, etc.
<b>18.</b>	Provides assistance to inmate students in developing a Personal Plan for Incarceration upon entry and for writing a Personal Life Plan prior to parole using the Re-Entry/Bridging Program, the approved CDC Competency Based Curriculum, knowledge of curriculum, educational programs, communication skills, writing skills, etc. on a continuous basis.

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<b>19.</b>	On a daily basis supervises inmate clerks and aides to facilitate the distribution of classroom supplies and materials, to provide peer tutoring, and to ensure various clerical support for the teachers utilizing DOM, Work Incentive, CCR Title 15, organizational skills, communication skills, observation skills, knowledge of teaching methodology, knowledge of classroom management skills, etc.
<b>20.</b>	On a daily basis manages inmate student records/timekeeping documents (e.g., Inmate Progress Report (CDC 128E), Permanent Class Records (CDC 151), Work Supervisor's Time Logs (CDC 1697)) to account for student participation in an educational assignment and to ensure compliance with Inmate Work Training Incentive Program (IWTIP) utilizing organizational skills, time management skills, knowledge of CDC forms, etc.
<b>21.</b>	Prepares various reports (i.e., Monthly, Quarterly, Literacy, Federal Grant, Re-Entry, progressive discipline documentation, etc.) as required by the CDC, EIPU, and institutional management to obtain and/or provide statistical information and to complete reports for various agencies regarding program efficacy per DOM utilizing research skills, analytical skills, organizational skills, computer skills, etc.
<b>22.</b>	Participates in training workshops, conferences, In-Service Training, faculty meetings, and seminars in order to remain current on new developments in the program and teaching techniques and continuing professional development per California Commission on Teacher Credential (CCTC) and CDC on an as needed basis utilizing institutional resources, internet resources, communication skills, etc.
<b>23.</b>	Evaluates inmate students' performance based upon teacher observation, assessment, and completion of daily assignments (i.e., grading inmate student work, reviewing individual inmate student curriculum recording system, etc.) in order to ensure the appropriate differentiated instructional plans per the approved CDC Competency Based Curriculum, DOM, CCR Title15, Penal Code 2053.1, etc. utilizing assessment skills, observational skills, communication skills, classroom management skills, teaching methodology skills, etc.
<b>24.</b>	Searches the classroom daily for contraband, weapons and illegal drugs to ensure a safe and secure environment using various accountability tools (i.e., inspection logs, sign-in and sign-out sheets, custody assistance, etc.), time management skills, observation skills, organizational skills, communications skills, etc. per DOM.
<b>25.</b>	Obtains educational documentation (i.e., high school transcripts, GED certificates, Individual Educational Plan (IEP), etc.) in order to prepare an individualized course of study and daily lesson plans for inmate students utilizing the approved California Department of Corrections (CDC) Competency Based Curriculum, various teaching methodologies, communication skills, time management skills, etc. per the direction of Education and Inmate Programs Unit (EIPU).
<b>26.</b>	Instructs inmate students in the use of educational materials, resources, and technologies (i.e., electronic calculators, electronic spellers/dictionary, educational software, computers, multimedia equipment, etc.) to make subject matter accessible and meaningful to the inmate students utilizing communication skills, teaching methodology, subject matter knowledge, etc. per PC 2053.1. and court mandates, GED testing, etc.